

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF CHENANGO COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent, if any:**

**Date Written/Revised:** December 2018

**CCE Classification Job Title:** Association Administrative Assistant II

**Position #:** Revision

**Working Title (if different):** Administrative Assistant II

**FTE:** 1.0

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Kenneth Smith, Association Executive Director

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* None.

**Volunteer Oversight:**  No  Yes *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

The Cornell Cooperative Extension of Chenango County Association (CCE Chenango) Administrative Assistant II provides administrative support to the CCE Chenango staff. Work skills required include: word processing, spread sheets, database management, mailing support, taking and proof-reading meeting minutes, basic banking, managing office supplies, filing. Specific duties include: answering the Association phone and emails, proof-reading, management of petty cash, bank deposits, program sign up, van and tech equipment sign-up, oversee office equipment and maintenance. Assist association staff with mailings, program and event planning.

The individual will be expected to provide positive, professional customer service to the general public, volunteers, producers. Assure smooth office operation by communicating with educators and co-workers on work load, job-schedules, office maintenance and provide backup for other administrative staff. Provide input and support on educational programs and association events. Properly file and maintain organizational documents and correspondence to allow for quick and easy access and back up. Order supplies and materials. Project a positive professional image of Cornell Cooperative Extension.

Answer the phone in a consistently courteous manner and accurately relay messages to staff.

This full-time Association Administrative Assistant is employed by Cornell Cooperative Extension of Chenango County and will report to the Executive Director.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- High School Diploma and 2 years of related experience or equivalent combination of experience and education.
- Ability to work with the public, team members, and program partners in a positive, friendly and professional manner.
- Demonstrated experience with word processing, database management, electronic communications, and Microsoft applications including: Excel, Word and Access.
- Ability to communicate accurately and efficiently.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

- Ability to handle administrative details, to work under pressure, and organize work into priorities with emphasis on effective time management.
- Ability to work proactively with multiple teams
- Proficient in the use of email programs and social media.
- Ability to perform mathematical computations efficiently and with accuracy.
- Must be able to maintain confidential information relating to financial and personnel matters.
- Must know and abide by Association personnel policies, and acknowledge and abide by guidelines and policies provided by multiple stakeholders.
- Ability to work with diverse audiences, including those of various age-groups, income levels educational levels, ethnic or racial backgrounds, and disabilities, among others.
- Prioritize diverse tasks

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Not-for-profit or educational organization experience.
- Experience in 4-H or other youth education program

**SUBJECT MATTER/BACKGROUND:**

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|---|--|---|
| <input type="checkbox"/> Agriculture and Food Systems   | <input checked="" type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                 | <input type="checkbox"/> Information Technology            | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                           | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources                   | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility                          |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position, which can be performed with or without reasonable accommodations. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

⊕ Please refer to the Program and Administrative job category profiles.

**Administrative Responsibilities:**

<b>Coordination/Operation</b>	<b>95%</b>
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- Maintain accurate mailing and email address lists of committees and collaborators
- Support Program meetings via preparation of announcements and agendas, recording and typing of meeting minutes, implementation of follow-up activities and maintaining necessary documentations/files.
- Coordinate refreshments, room set-up and clean-up for program meetings and events.
- Maintain back-up documentation for program following established program guidelines.
- Order office supplies
- Project a positive professional image of Cooperative Extension when greeting and assisting office visitors and taking calls in a courteous and helpful manner.
- Answer the phone in a consistently courteous manner and accurately relay messages to appropriate staff member.
- Assure smooth office operation by communicating with educators and co-workers on workload, job schedules, office maintenance, and provide backup for other administrative staff.
- File correspondence, meeting minutes, reports for records management, quarterly reports, etc. in a manner to allow quick and easy access.
- Assist in program routines, including room reservations, tech reservation, van reservation, personal contacts, enrollment, fairs, set-up preparations and other support activities.
- Prepare and apply mailing labels, operate folding machine, copier, and other office machines, etc.
- With input from Executive Director/program supervisor create, maintain and utilize educational program and reporting systems.
- Assist with printing and collating flyers and teaching materials for staff.
- Assist Program supervisor with staff orientation by scheduling program partner marketing appointments and tracking program referrals.
- Track program equipment, and events.
- Assist with the preparation of educational materials such as training aids, exhibits, and demonstration, projects, as needed.
- Assist with program news releases and program promotion through media and social media channels.

<b>Professional Improvement</b>	<b>5%</b>
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- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Chenango County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

**Equal Opportunity Employment**

*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*